

Certified Building Official Town of Bernalillo

***Recruitment period:
September 4, 2020 - September 18, 2020***

Reports To: Planning and Zoning Administrator
Department: Planning and Zoning

Job Status: Full time/Permanent
FLSA Status: Non-Exempt
Hourly wage: DOE

Job Summary: The Certified Building Official "CBO" is responsible for reviewing construction drawings, issuing permits and conducting inspections for new construction and remodels of existing buildings and structures, in order to ensure compliance and conformance with adopted building codes, grading and drainage regulations, zoning laws, floodplain and stormwater regulations, in addition to other approved plans, specifications and standards

Education and/or Experience

Bachelors' Degree (B. A.) or equivalent from four (4) year college or trade school; or six (6) years related experience and/or training; or five (5) years equivalent combination of education and experience.

Certificates, Licenses, Registrations (required)

Valid NM Driver's License

New Mexico Certified Building Official (CBO), which requires:

- a. having a broad knowledge of the construction industry; and
- b. holding a current nationally recognized code organization certified building official certificate; and
- c. having been either a practicing inspector or practicing contractor for at least five years; or
- d. having held a management position in a construction-related company or construction organization for at least five of the past 10 years.

Required Skills

Technology (WORD, Internet, Email)

Preferred Qualifications

Experience using iWORKs permit tracking system

Experience using ESRI GIS mapping software

Experience using ADOBE software

New Mexico General Contractor license (GB-98)

Certified Zoning Official (CZO)

Certified Floodplain Manager (CFM)

International Code Council (ICC) training

Conditions of Employment:

Must possess and maintain a valid NM Driver License

Must be able to pass a drug screening test.

Please submit resume and application to:

Maria Santillan

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